

NEEDS ASSESSMENT WORKGROUP

MEETING MINUTES

DATE: SEPTEMBER 9, 2019

TIME: 230 – 400

ATTENDEES: Perkins, Jennifer (DAIL); Hill, Bard (DAIL); DiStasio, Nicole (DVHA); Ashe, William (UVS); Jennifer Stratton (LCMH); Masters, Beth; Susan Yuan; Theresa Earle (HCRS); Lynne Cleveland Vitzhum (VCP); Diane Lanpher

MEETING OBJECTIVE Refine the assessment areas proposed for supplemental questions.

MEETING MATERIALS REVIEWED *SIS A Interview Form 2015; SIS-A Supplemental Areas Chart*

RECAP, WORKPLAN & MEETING OBJECTIVES

Description:

- Approve meeting minutes from last time.
- Review today's meeting objective and the DRAFT workplan for completing recommendations for supplemental questions.
- Provide updates on the follow-up tasks.
- Review the assessment areas identified at our last meeting.

REVIEW ASSESSMENT AREAS FOR SUPPLEMENTAL QUESTIONS

Description: Review the role of the SIS and supplemental questions. Review the assessment areas identified at the last meeting that were proposed for supplemental question areas.

MEETING MINUTES

Decision: No additional edits to last meeting's minutes.

Status on Follow Ups from Last Meeting:

- Question: Are institutionalized populations part of the tool's standard sample?
 - Status: Still pending AAIDD reply.
- Question: Is each section in the SIS weighted equally? And if they are weighted differently, how?
 - Status: Still pending AAIDD reply.
- Question: (From the Chart), what does "Economic Factors" mean?

- Answer: The chart was developed in a stakeholder engagement meeting Clare conducted in Spring of 2018. The category refers to the individuals need to apply for/access other publicly funded programs (SNAP, Reach-Up, etc).

Review of Assessment Areas

- Reviewed *SIS-A Supplemental Areas Chart*
- Definition clarification for “Level of Staffing”
 - The training of staff. For individuals with more complex behavioral/medical needs, this may require more highly trained staff (this is distinct from require more quantity of staff)
 - Other ways to define “Level of Staffing” could also mean: greater number of staff (e.g. 2-on-1); fewer staff than clients (e.g. 1 service provider and 2+ clients); duration of staffing needs (hours per day); and/or frequency of staffing needs (factoring in the periodic needs for staffing level changes).
- Question on Communication during the interview process
 - [If an individual uses Assistive Technology/Facilitated Communication regularly], is the individual using AT/FC during the assessment process? And how is that indicated? How is the AT/FC paid for and/or factored into the assessment as a needed support?
 - How is the difference between receptive and expressive language handled?
- **Decision:** Supplemental questions on “Communication” need to be researched and reviewed for additions to required assessment areas.
- **Decision:** Supplemental question on “Substance [Use/Dependence]” to be reviewed as an addition, given that the SIS only asks about Substance *Abuse*.

Next Steps

- Workgroup members will independently complete their review of the SIS-A Supplemental Areas Chart’s 6 column crosswalk and provide feedback.
 - Feedback should respond to the following question: These six assessment areas currently exist in the SIS-A (use the crosswalk to review the assessment questions). Do you believe current questions are adequate for assessing the funding needs of most individuals? If not, what is missing?
 - Feedback is due to Jennifer Perkins via email by/before the next meeting on all 6 columns. Columns include: Communication; Mental Health/Emotional Needs; Employment; Protection and Advocacy; Medical Health; Public Safety/Risk of Harm.
- Jennifer will prepare crosswalk with the next set of assessment areas to be reviewed.
- DAIL staff will follow up with Clare about confirming the use of a standardized assessment for assessing people served in DS HCBS.

NEXT MEETING: MONDAY, SEPTEMBER 23RD AT 230PM IN BEECH